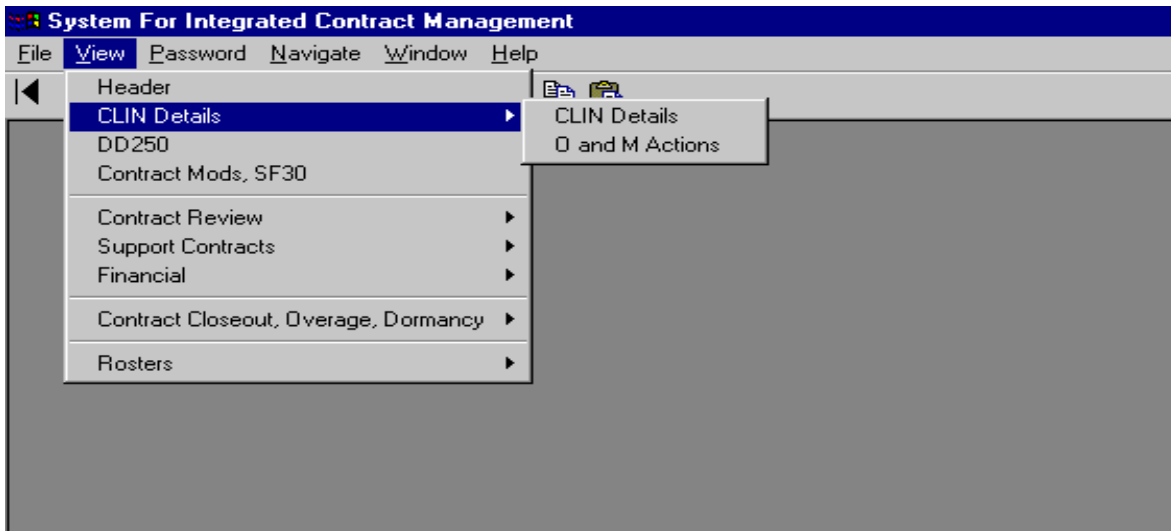


Chapter 3



CLIN Details

3.0 CLIN Details



CLIN Details

This menu selection gives options to open the following SICM screens: The CLIN Details screen, and the Overhaul and Maintenance (O and M) Actions screen.

The purpose of the CLIN Details screen is to provide the user an input form for the CLIN level details of a contract. The screen is structured in a Header, Footer and Tab view format. The Header provides contract level detail associated with the CLIN and the Footer provides CLIN summary level details. Except for the Status Tab, which is a large text field, the screen Tabs are designed in a data table format, and used primarily to enter specific CLIN order and scheduling details. The relationship between the Header, Footer and Tabs is discussed in detail throughout the chapter.

To begin entering data into the CLIN Details screen, first enter the contract number or use the PIIN Selection List to select the contract. Using the tab key to advance through the screen, next enter the CLIN number and all associated CLIN data in the CLIN Header and Footer. Then enter CLIN details for all applicable screen Tabs. If a Tab contains a data table, each row of data entered is saved as the user advances through the last field in each row. If a Tab does not contain a table, the data entered on the Tab view is saved as the user advances through the last field in the Tab. This also activates the next Tab in the sequence.

The O and M Actions screen provides the user a means to add, edit and delete Action Numbers associated with Overhaul and Maintenance work requests.

Fields marked with an * require an entry. Input Screens with mandatory fields indicated should not be, and in some cases cannot be SAVED without the required data being entered.

3.1 CLIN Details Screen

Header

Tabs

Footer

The CLIN Details screen is comprised of:

a. **CLIN Header** (the first two rows of information) that identifies the CLIN and related basic data.

b. **CLIN Tabs** of detailed information related to each specific CLIN:

1. Block 19 - Contract Section B details.
2. Status - Open Text block for details.
3. Order - Quantity and Obligation details
4. Schedule - Delivery and Delinquency details.
5. R8 Codes - Delinquency Notification details.
6. O and M -Overhaul and Maintenance details.

c. **CLIN Footer** (the last three rows of information) which provides CLIN status.

The CLIN Tabs all key on the CLIN No. selected in the CLIN Header. The CLIN Header and Footer are always displayed no matter which CLIN Tab is being utilized.

3.2 CLIN Header

The screenshot shows the 'CLIN Details - Accounting and Appropriation Data' window. It features a top section with input fields for PIIN (1), SPIIN, Support No., CLIN No. (2), Proj No. (3), Action No. (4), and Clin Status (5). Below these are fields for %Var.+ (6), %Var.- (7), FMS Case No. (8), a radio button group for Std (9), NSP, and OM, Clin Type* (10), Measure* (11), and Currency (12). The main area has tabs for Block 19, Status, Order, Schedule, RB Codes, and O and M. The 'Block 19' tab is active, showing fields for NSN, Part Num, Inspection at * (dropdown), Level Plot (dropdown), Acceptance at * (dropdown), Level Pack (dropdown), Marking, Packing, Security Class * (dropdown), Govt. Furnish (dropdown), Local Details, Ship To*, Description, Code, and Mark For. The bottom section contains fields for Ordered Quantity, Scheduled Quantity, Accepted Quantity, Paid Quantity, Quantity (balance), Mod Num, and US \$, along with checkboxes for 'No DD250 To Accept', 'Accepted', and 'Financing not Applicable'.

1. **PIIN *, SPIIN, and/ or Support No.** - Enter or select from the selection list the appropriate number.
2. **CLIN No.*** – Enter or select from the selection list the appropriate Contract Line Item Number (CLIN), Sub-Line (SLIN), Exhibit Line (ELIN), or Contract Data Requirements Lists (CDRL), if deliverable. DFARS subpart 204.71 prescribes the policies and procedures for assigning contract line item numbers.
3. **Project No.** - This field is activated when the OM radio button is selected. Enter the Project Number for an Overhaul and Maintenance item.

Note: You must establish the base CLIN (i.e. 0001) prior to entering the Project and Action Numbers, and prior to entering data into the O and M Tab.

3.2 CLIN Header (continued)

4. Action No. - This field is activated when the OM radio button is selected. Enter or select from the Possible Actions selection list, the Action Number for an Overhaul and Maintenance item. The corresponding Action No. must be initially input through the O and M Actions screen. Refer to Section 3.10, O and M Actions for entry instructions. Refer to Section 3.9, O and M (3 Part) CLIN Entry, for O and M Tab view and Possible Actions selection list.

5. CLIN Status – This field is system generated, and will remain blank until a schedule entered for the associated CLIN has become delinquent. When this occurs, the system will populate this field with the letter "D". This action is based on the results of the daily system run Delinquency Status Report utility (Refer to Chapter 15, Section 15.0).

The "D" status will remain until one of the following criteria is satisfied, **and** the system has rerun the Delinquency Status Report utility:

1. A revised Delivery Date is Entered
2. The Item is Shipped

Although the system removes the "D" from being displayed in the CLIN Status field when the schedule is no longer considered delinquent, the "D" is retained in the systems Delinquency History Table and will remain there as a permanent record and history of the delivery performance for the associated contract.

6. % Var. + – If a variance in quantity is authorized, enter the percentage of the ordered quantity that the contractor is allowed to over-ship (ship more than ordered).

7. % Var. - – If a variance in quantity is authorized, enter the percentage of the ordered quantity that the contractor is allowed to under-ship (ship less than ordered).

Note: *The system will not allow a +/- variance of more than 99.99% to be entered.*

8. FMS Case No. – If the contract item is for Foreign Military Sales (FMS), enter the applicable case/code number.

9. CLIN Pricing - Select one of the following to indicate whether or not the item is separately priced or if using the O and M Tab to segregate further:

- a. STD (Standard) –** Select this button for the majority of priced items.
- b. NSP (Not Separately Priced) –** If item is not separately priced, select this button.
- c. OM (Overhaul and Maintenance) –** Select this button only if the O and M Tab will be used to segregate the item into further detail.

3.2 CLIN Header (continued)

10. CLIN Type* – Enter or select from the selection list, appropriate item type code (i.e. J - Firm Fixed Priced). In most instances this is the same code as entered into the contract type/kind field on the contract header.

11. Measure* – Enter or select from the selection list, the appropriate unit of measure code for the item you are entering.

Note: For new entries, SICM 4.0 will only accept a quantity of "1" for the unit of measure LOT. However, LOT orders with quantities greater than "1" may have been migrated over from SICM 3.05. If a user tries to modify a migrated LOT order that has a quantity greater than "1", an internal system validation will display the following message: "This will create a negative balance". If the user clicks OK, the system will automatically correct the quantity field to a "1". If the user does not want the quantity for this LOT order to be reflected as a "1", then the unit of measure must be changed to anything other than LOT. If the quantity "1" is acceptable to the user, the record must be SAVED using either the Save Icon or the F2 Function Key.

12. Currency – Enter or select from the selection list, the appropriate currency code to be used in paying for the item being entered. If US dollars, then leave blank.

3.3 Block 19 Tab / CLIN Footer Details

CLIN Details - Accounting and Appropriation Data

PIN: SPIN: Support No: CLIN No: Proj No: Action No: Clin Status:

%Var+: %Var-: FMS Case No: ☐ Std ☐ NSP ☐ OM Clin Type: Measure: Currency:

Block 19 | Status | Order | Schedule | RB Codes | D and M

NSN: Part Num: Inspection at: Level Prot: Acceptance at: Level Pack: Marking: Packing: Security Class: Govt. Furnish: Local Details:

Ship To: Code: Mark For: Code: Description:

CLIN Ceiling Value: \$0.0000

Ordered Quantity: 0.0000 Scheduled Quantity: Write Functions: ☒ Policy ☐ Divide Mod Num: Ordered - LC: 0.0000 US \$: \$0.0000

Accepted Quantity: 0.0000 Paid Quantity: ☐ Under Qty: Paid: 0.0000 US \$: \$0.0000

Quantity (balance): 1 ☐ No DD250 To Accept ☐ Under Price: Balance: 0.0000 US \$: \$0.0000

2 ☐ Accepted 3 ☐ Financing not Applicable

These fields are not included in the tab mapping. If applicable, use the mouse to select.

Block 19 Tab Requirements located in the CLIN Footer.

1. No DD250 To Accept – Select this check box if the CLIN does not require a DD250 for acceptance or as proof of shipment. (i.e. – Letter of Transmittal). Should be selected for non-deliverable type CLINs or CLINs which are Not Separately Priced (NSP). Should **NOT** be selected in cases where no DD250 is required for acceptance, but funds liquidation through voucher will be required. In these cases the system will require a pseudo DD250 to be generated as proof of acceptance prior to entering a corresponding voucher.

Note: Once this check box has been selected and SAVED, the field will become unavailable. To deselect, the associated CLIN must be deleted and reentered.

2. Accepted– Select this check box if the CLIN is accepted by a DD 1155, a COC or similar document, and the No DD250 to Accept box is **selected**. This action allows the item to be accepted without a DD250, and adjusts the Ordered and Accepted quantities accordingly. Should NOT be used for CLINs that will require funds liquidation through a voucher.

Note: To cancel and return the accepted quantity to the order, deselect the check box.

3. Financing not Applicable – Select this check box if progress payments or performance based payments are authorized and have been entered against the associated contract, but the particular CLIN being entered **will not** receive financing. This action will exclude the CLIN and its associated dollar value from being accumulated in that contract's financing balance.

3.4 Block 19 Tab

CLIN Details - Accounting and Appropriation Data

PIIN: [] SPIIN: [] Support No: [] CLIN No: [] Proj No: [] Action No: [] Clin Status: []

%Var.+ [] %Var.- [] FMS Case No. [] Std ☒ NSP ☐ OM Clin Type* [] Measure* [] Currency []

Block 19 | Status | Order | Schedule | RB Codes | D and M

NSN: **1** []

Part Num: **2** []

Inspection at*: **3** [] Level Prot: **5** []

Acceptance at*: **4** [] Level Pack: **6** []

Marking: **7** []

Packing: **8** []

Security Class*: **9** [] Govt. Furnish: **10** []

Local Details: **11** []

Ship To: []

Code: **12** []

Mark For: []

Code: **13** []

Description: **14** []

CLIN Ceiling Value: **15** [] \$0.0000

Ordered Quantity: 0.0000 Scheduled Quantity: []

Accepted Quantity: 0.0000 Paid Quantity: []

Quantity (balance): []

No DD250 To Accept ☐ Accepted ☐ Financing not Applicable ☐

Write Functions: ☒ Multiply ☐ Divide

Mod Num: []

Ordered - LC: 0.0000 US \$: \$0.0000

Undet. Qty: [] Paid: 0.0000 \$0.0000

Undet. Price: [] Balance: 0.0000 \$0.0000

Block 19 Tab - This tab provides a description of the supplies or services being procured.

- 1. NSN** - Enter National Stock Number, if applicable.
- 2. Part No** - Enter the part number, if applicable.
- 3. Inspection at*** – Enter or select the appropriate alpha character:
"D" for Destination inspection
"S" for Source inspection
- 4. Acceptance at*** – Enter or select the appropriate alpha character:
"D" for Destination acceptance
"S" for Source acceptance
- 5. Level Protection** - Enter or select the assigned level of protection:
"A" for maximum protection
"B" for intermediate protection
"C" for minimum or standard commercial

3.4 Block 19 Tab (continued)

6. Level Pack - Enter or select the assigned level of packing, if applicable:

"A" for maximum protection

"B" for intermediate protection

"C" for minimum or standard commercial

7. Marking - Enter the identified item marking requirements (eg. MIL-STD-129).

8. Packing - Enter the the identified packaging standard (eg. MIL-STD-2073).

9. Security Class* - Enter or select the assigned security classification:

"U" for unclassified, or "C" for classified.

Note: Classified information can not be entered into SICM, the system will advise you that "No Classified information is to be entered in to SICM".

10. Government Furnished - If Government property is to be supplied under the contract, enter the type of property to be provided (note that more than one type can be selected):

"P" for property, "E" for equipment, or "M" for material

11. Local Details – This field can be used for local purposes (e.g. identifying accelerated delivery requests, AOG, etc). Each Theater should develop local instructions for the use of this field.

12. Ship To Code* - Enter the DoDAAC number or Cage code of the Ship To addressee. If the DoDAAC or Cage has already been entered into the *Ship To* roster (Refer to Chapter 10), the Ship To activity name and address will automatically be populated in this field. If the DoDAAC or Cage is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **S**hip To) to enter the DoDAAC or Cage, activity name and address. If the Ship To code is not known, due to FMS or other requirements, enter the DoDAAC or Cage of the Transportation Officer responsible and revise when provided.

13. Mark for Code – Enter the DoDAAC number or Cage code of the Mark For addressee. If the DoDAAC or Cage has already been entered into the *Mark For* roster (Refer to Chapter 10), the Mark For activity name and address will automatically be populated in this field. If the DoDAAC or Cage is not in the roster, you must go to the roster screen (**V**iew, **R**osters, **M**ark For) to enter the DoDAAC or Cage, activity name and address.

14. Description – Enter the item nomenclature, description of supplies or services ordered.

15. CLIN Ceiling Value – Use this information field for the CLIN amount or if entering a O and M or cost type CLIN, enter the ceiling or not-to-exceed amount.

The CLIN Details Header, Block 19 and the associated Block 19 Footer Details are SAVED automatically as you exit the Block 19 Tab.

3.5 Status Tab

The screenshot shows a software window titled "CLIN Details - Accounting and Appropriation Data". The "Status" tab is selected. The window contains several input fields for identification numbers (PIIN, SPIIN, Support No, CLIN No, Proj No, Action No, Clin Status), financial fields (%Val+, %Val-, FMS Case No, Currency), and radio buttons for "Std", "NSP", and "OM". Below these is a tab bar with "Block 19", "Status", "Order", "Schedule", "R8 Codes", and "O and M". The "Status" tab is active, showing a large text area with the number "1". At the bottom, there are sections for "Ordered Quantity", "Accepted Quantity", "Quantity (balance)", "Scheduled Quantity", "Paid Quantity", "No DD250 To Accept", "Accepted", "Mod Num", "Units Functions" (Multiply, Divide), "US->LC", "LC->US", "Financing not Applicable", "Ordered - LC", "Paid", "Balance", and "US \$".

Status Tab - This tab provides a text field for status of a particular CLIN.

1. Status - This is a free form text field to allow the user to enter status information of the CLIN for which the entry is being accomplished.

Status Tab details are automatically SAVED as you exit the Status Tab.

3.6 Order Tab

CLIN Details - Accounting and Appropriation Data

PIN: SPIN: Support No: CLIN No: Proj No: Action No: Clin Status:

%Var+: %Var-: FMS Case No.: Std NSP OM Clin Type*: Measure*: Currency:

Block 19 | Status | Order | Schedule | RB Codes | O and M

Sub Quantity	XRate	Unit Price in \$	Unit Price in LC	Acn	Acn Part 2 >>	Amount in \$	Amount in LC	Mods	Date Entered
0.0000	0.00000000	\$0.0000	0.0000			\$0.0000	0.0000		5/27/99
6	7	8	9	10	11	12	13	14	15

Selection of the STD or NSP Radio Buttons activates the Order Tab

Ordered Quantity: Scheduled Quantity: XRate Functions: Mod Num: Ordered - LC: US \$:

Accepted Quantity: Paid Quantity: 1 Multiply Divide 3 Undel. Qty: Paid:

Quantity [balance]: 2 US->LC LC->US 5 Undel. Price: Balance: US \$:

No DD252 To Accept: Accepted: Financing not Applicable:

Order Tab - This tab provides the primary CLIN details entry screen.

*If a Currency has been identified in the Currency Field located in the CLIN Header, Fields 1 and 2 will apply, and the user **MUST** select the appropriate X-Rate Functions.*

As the cursor enters the Order Tab, the system will prompt the user to “Please Confirm X-Rate Functions”. If the X-Rate Functions displayed are not correct for the order about to be entered: click on the OK button to close the information message, mouse click in the CLIN Footer to make the necessary X-Rate Function selections, then mouse click back up into the Sub Quantity field of the Order Tab and proceed with the order entry.

*If a user exits an Order Tab entry row any other time WITHOUT first entering a Sub Quantity, the following Stop Message **MAY** appear: “Order Qty must be greater than zero”. This message is prompted as the system attempts to perform validation against this blank field.*

3.6 Order Tab (continued)

To recover from this Stop Message and continue with data entry:

(1) Mouse click on the OK button to close the message, (2) hit the F5 Function Key and (3) Abandon Changes. After these steps, the cursor will be positioned back into the Order Tab. The user may now proceed with the table row Order entry.

Note: Identify the X Rate functions PRIOR to entering the CLIN Order Tab information. The system will default to the previously entered X Rate functions and must be changed if differences in X-Rate direction exists between individual CLIN orders.

1. XRate Functions - Multiply - Divide - You must select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate that will be entered in Field 8.

2. XRate Functions - US → LC LC → US - If entering a unit price in \$, you must ensure that the US → LC radio button is selected in the "Xrate Function" field. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "Xrate Function" field.

3.6 Order Tab (continued)

XRate Functions - US \rightarrow LC LC \rightarrow US (continued) - When entering a CLIN paid in local currency, the following inputs must be accomplished, in order:

- a. If entering a unit price in \$, you must ensure that the **US → LC** radio button is selected in the “XRate Function” field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.
If Xrate is: >1 Multiply U.K. ONLY: >1 Divide
 <1 Divide <1 Multiply
- b. If entering a unit price in LC, you must ensure that the **LC → US** radio Button is selected in the “Xrate Function” field. You must also select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered. See the following Samples 1 and 2.
If Xrate is: >1 Divide U.K. ONLY: >1 Multiply
 <1 Multiply <1 Divide
- c. Enter the Sub Quantity and tab to the next field.
- d. Enter the exchange rate and tab to the next field.
- e. If priced in U.S. dollars, enter the Unit Price in \$, if not leave blank and tab to the next field.
- f. If priced in LC, enter the Unit Price in LC and tab to the next field.
- g. Enter the Acrn.
- h. Enter or the system will generate the Acrn Part 2.
- i. Tab through the remaining fields.

SAMPLE 1:

A quantity of ten is ordered. The unit price in LC for each item is 100.00.
The exchange rate referenced in the contract is 1 LC = 1.5 US dollars.
The following entries should be made:

Xrate Functions: Select multiple and LC → US
Sub Quantity - 10
Xrate - 1.5
Unit Price in LC - 100.00

The system will calculate:

Unit Price in \$ -	\$150.00
Amount in \$ -	\$1500.00
Amount in LC -	1000.00

3.6 Order Tab (continued)

SAMPLE 2:

Same as sample 1, except the exchange rate referenced is .6666LC = 1 US dollar.

The following entries should be made:

Xrate Functions: Select divide and LC → US

Sub Quantity - 10

Xrate - .6666

Unit Price in LC - 100.00

The system will calculate: Unit Price in \$ - \$150.00

Amount in \$ - \$1500.00

Amount in LC - 1000.00

3. Mod Num – This field should be used to enter a Mod Num when a change to an existing CLIN or a new CLIN is added by that modification. **Enter** the Mod Num in the Mod Num field, **and then change** the data in the applicable Order/Schedule/O and M Tab line(s). This Mod Num **will be displayed** in the Mods field of the applicable Order/Schedule/ O and M Tab line(s), **after** you have tabbed thru the line to save the change.

Warning: You must have entered the SF 30 / Mod BEFORE the system will accept a Mod Num in this field.

4. Undef. Qty – If the CLIN being entered has **Undefinitized Quantities**, select this field **PRIOR** to entering the associated order(s).

- a. If the quantity is **unknown**, **enter** a "1" in Field 6, Sub Quantity.
- b. If an **estimated** quantity is known, **enter** this quantity in Field 6.

When Definitized, FIRST unselect the **Undef. Qty** field in the CLIN Footer, and then enter the definitized quantity in the Sub Quantity field of the Order Tab.

5. Undef. Price – If the CLIN being entered has an **Undefinitized Unit Price**, select this field **PRIOR** to entering the associated order(s).

- a. If the price is **unknown**, the applicable unit price field (Field 8, Unit Price in \$ or Field 9, Unit Price in LC) should be **left blank**.
- b. If an **estimated** price is known, **enter** this amount in either Field 8 or 9.

When Definitized, FIRST unselect the **Undef. Price** field in the CLIN Footer, and then enter the definitized price in either Field 8 or 9 of the Order Tab.

3.6 Order Tab (continued)

- 6. Sub Quantity** – Enter the quantity of items ordered under the CLIN.
- 7. X (Exchange) Rate** – If the item is to be paid in local currency, enter the exchange rate shown on the contract or modification. Note that you must have identified a Currency in the CLIN Header in order to enter an exchange rate. Refer to paragraphs 1 and 2 for instructions on how to enter Exchange Rates and calculate unit prices.
- 8. Unit Price in \$** – If the item is priced in US dollars, enter the unit price. If priced in local currency, leave blank and the system will calculate based on the exchange rate identified. See paragraphs 1 and 2 for instructions on how to enter exchange rates and calculate unit prices.
- 9. Unit Price in LC** – If the item is priced in local currency, enter the unit price. If priced in US dollars, leave blank and the system will calculate based on the exchange rate identified. Refer to paragraphs 1 and 2 of this section for instructions on how to enter exchange rates and calculate unit prices.
- 10. Acrn** – For initial input, enter the 2 character alpha Accounting Classification Reference Number (ACRN). For subsequent use of the same ACRN, use the Acrn Part 2 selection list. Selection list may be selected by either clicking with the mouse in the Acrn Part 2 >>column header, or by hitting F4 when cursor is in the Acrn Part 2 field.
- 11. Acrn Part 2 >>**– Enter the “long line” accounting and appropriation data. If more than one CLIN has the same ACRN, you will only need to input “long line” once; thereafter, the system will generate this data based on the CLIN's ACRN. If a correction to the Acrn or Acrn Part 2 is required, the original CLIN must be updated and saved. The original Acrn and Acrn Part 2 will remain on the ACRN selection list but will not be associated with the resaved record.
- Note:** *The system retains the last Saved Acrn/Acrn Part 2 for a Contract/CLIN, and will automatically display it in these fields for an existing Contract and CLIN. For a NEW Contract or a NEW CLIN, these fields will be BLANK.*
- 12. Amount in \$** - The system generates the amount based on the unit price in U.S. Dollars by the quantity ordered.
- 13. Amount in LC** - The system generates the amount in local currency based on the unit price input multiplied by the quantity ordered.

3.6 Order Tab (continued)

14. Mods – Displays the modification number that was reflected in the CLIN Footer Mod Num field at the time the modification change(s) was entered.

15. Date Entered - System generated based on the date of initial entry.

Order details are SAVED as you exit through the last field of each Order Row.

Process to enter additional CLINs, after initial CLIN input:

Place the cursor in the CLIN field and press F5. This will clear the previous CLIN data and allow the user to enter the next CLIN.

Warning: *The cursor will return to the PIIN field after the F5 action. Tab to CLIN field to enter new CLIN.*

3.7 Schedule Tab

CLIN Details - Accounting and Appropriation Data

PIN: [] [] [] SPIN: [] Support No: [] CLIN No: [] Proj No: [] Action No: [] Clin Status: []

%Var +: [] %Var -: [] FMS Case No: [] ☒ Std ☐ NSP ☐ OM Clin Type: [] Measure: [] Currency: []

Block 19 | Status | Order | Schedule | RB Codes | O and M

Delivery	Sub Quantity	Orig. Date	Rev. Date	Est. Date	Qty By Date	Status	Mods	Date Entered
0					0			
1	2	3	4	5	6	7	8	9

Ordered Quantity: [0.0000] Scheduled Quantity: [] Word Functions: ☒ Multiply ☐ Divide

Accepted Quantity: [0.0000] Paid Quantity: [] ☐ US to LC ☐ LC to US

Quantity (balance): [] ☐ No DO 250 To Accept ☐ Accepted ☐ Financing not Applicable

Mod Num: 10

Ordered - LC: [0.0000] US \$: [\$0.0000]

Paid: [0.0000] [\$0.0000]

Balance: [0.0000] [\$0.0000]

Schedule Tab – This tab is used to enter Schedule data associated with a particular CLIN. Enter schedule as required (i.e. prime or support contract).

1. Delivery – This field is system generated with the delivery number (i.e. 1,2,3, etc). Tab through this field when beginning to enter a schedule for an item. Once you have entered information and tabbed through the entire line, SICM will save the data entered and populate this field. Note that the delivery number will not change, even if delivery dates are revised.

2. Sub Quantity - Enter scheduled quantity to be delivered on the specific schedule for the item. Note that some items have more than one schedule (staggered delivery dates) and each schedule (delivery date) should be entered in a separate row.

3. Orig. Date* - Enter the “original” contractual delivery date shown in the contract. When the scheduled delivery dates are not contractually definitized or firm, an estimated delivery date should be entered into this field **and** the “Est. Date” field. *This field can only be edited by users who have been assigned specific edit rights. These rights are assigned in the Maintenance Module by the local SICM System Administrator.*

3.7 Schedule Tab (continued)

4. Rev. Date - This "revised" date field is automatically populated with the "Orig. Date" once you tab through the field. When a contract modification changes/revises a scheduled date, the revised date should be entered into this field. When a contract modification definitizes or establishes a contractual schedule date, the estimated date should be deleted and the contractual date entered into this field. This field must always be populated. Note that this field should *not* be utilized to track delivery forecasts – this information should be input into the *R8 Codes* tab.

***Note:** If the scheduled date is revised more than one time, delete the current "revised" date and enter the latest schedule modification date in the Rev. Date field. The number of times the schedule has been revised can be derived manually from the Mods field (Field 8), where all of the Mods that have affected that schedule will be listed by Mod Number.*

5. Est. Date – When a delivery or completion date is not contractually established by the contract, (**Undefinitized**), and an "estimated" date is provided in the contract or known, the "estimated" date should be entered into this field. Once a firm schedule is established by a contract modification, the "estimated" date should be deleted and the contractual date should be entered into the "Rev. Date" field. If the "estimated" date is unknown, establish an estimated date that is 90 days out from the current date.

***Note:** CLINs with "estimated" dates will not be included in the population of CLINs evaluated for delinquency by the Delinquency Status Report Utility. Refer to Chapter 15, Section 15.1, Delinquency Status Report Utility, for additional information regarding this report utility.*

6. Qty By Date – This field is system generated with the cumulative quantity of an item scheduled to be delivered by the "Rev. Date" entered.

7. Status – This field is system generated with the number of days from the current date to the "Rev. Date" (i.e. scheduled date). Schedules not yet due will generate a positive number, while delinquent schedules will generate a negative number. This action is based on the results of the daily system run Delinquency Status Report utility (Refer to Chapter 15, Section 15.1).

8. Mods – Displays the modification number that was reflected in the CLIN Footer Mod Num field at the time the modification change(s) was entered.

9. Date Entered - System generated based on the date of initial entry.

3.7 Schedule Tab (continued)

10. Mod Num - This field should be used to enter a Mod Number when a change to an existing CLIN or a new CLIN is added by that modification. Enter the Mod Num in the Mod Num field, and then change the data in the applicable Order/Schedule/O and M Tab line(s). This Mod Num will be displayed in the Mods field of the applicable Order/Schedule/O and M Tab lines(s), after you have tabbed through the line to SAVE the change.

Warning: *You must have entered the SF 30 / Mod BEFORE the system will accept a Mod Num in this field.*

Note: If you F5 to clear the record before entering another change on the view relative to that Mod Num, the Mod Num **must** be re-entered. The F5 action you initiated also **clears** this field.

Schedule details are SAVED as you exit through the last field of each row.

Note: Order Schedules, once entered and Saved, can be edited - but cannot be deleted. If the schedule for an order is cancelled by a Modification, the Sub-Quantity for that order should be edited to reflect "0" - ZERO. This action will allow the cancelled order to be retained by the system as part of that contract's original delivery history, but will not count the order for delinquency.

3.8 R8 Codes Tab

[illegible]

Reason for Delay Codes (R8)

A1 Design and engineering problem, ECP/VECP action Pending
 A2 Design and engineering problem, part/no feasibility being studied
 A3 Design and engineering problem, method interchangeability studied
 A4 Design and engineering problem, software development
 A5 Design and engineering problem, software integration
 A6 Design and engineering problem, hardware integration
 A7 Design and engineering problem, software redesign required
 A8 Design and engineering problem, mechanical redesign required
 A9 Design and engineering problem, electrical redesign required
 B1 Specifications, drawings or technical data, submitted late
 B2 Specifications, drawings or technical data, approved late
 B3 Specifications, drawings or technical data, inadequate
 B4 Specifications, drawings or technical data, defective

Length of Delay: 8

Explanation: 9

Selected code: 10

Save

Notes

11

3.8 R8 Codes Tab (continued)

R8 Codes Tab - This tab provides for delinquent schedule information.

1. Delivery – System generated from the *Delivery* field in the Schedule Tab. Note that you must select the delivery number of the schedule you want to enter information for on the *Schedule* tab before proceeding to the *R8 Codes* tab. Always ensure that you are entering information for the correct delivery schedule number.

2. Delinquent As Of Date – System generated from the *Rev. Date* field in the Schedule Tab, (Rev. Date + 1 day).

Note: If no Schedule has been entered, the system will generate a default date that will be displayed in this field on the R8 Codes Tab screen view only. This system generated default date **will not** be associated with the PIIN or CLIN, but is required by the system as this is a **mandatory** system generated field.

3. Cust. Notified – Enter the date that the customer (the Buying Activity) was notified of the delinquency.

4. Expected Recovery – Enter the forecasted date of expected recovery for the scheduled delivery (a forecast for delivery).

5. Recovered – Enter the actual delivery date.

6. R8 Comments <F4> - To access the R8 Reason Code selection list, depress the R8 Comments button bar and the screen will appear.

7. Delinq Ident. – This field is system generated with the date the associated delinquency information was entered into the system.

8. Length of Delay – Select from the drop down menu one of the following options:

A = 1-15 days C = 31-60 days
 B = 16-30 days D = 60 + days

9. Explanation – Select from the drop down menu one of the following options:

G = Government Caused
C = Contractor Caused
U = Unknown

3.8 R8 Codes Tab (continued)

10. Selected Code - This field displays the Reasons for Delay codes that have been selected for verification prior to saving the screen.

11. Notes - This field should be utilized to annotate further details of the delay, corrective actions taken or planned by the contractor, DCMC follow-up activities, etc.

12. Save Button - Use this button to SAVE the R8 code selection made.

When there are numerous reasons or causes of delay, the most prevalent reason and cause should be selected and entered into SICM. Secondary reasons and causes may be annotated in the notes field. After all three selections are made and notes entered, save the record using the Save Button. Once the record is saved, the system will return to the *R8 Codes* tab, and a four digit code will be displayed in the *R8 Comments* field. The first character indicates the length of delay, the second is the explanation, and the third and fourth characters represent the reason for delay.

For example: **AKE1** would indicate:

A delay of 1-15 days

Contractor Caused

Reason: Production – tooling

breakdown

EDITING ENTRIES

Note: An R8 Tab entry, once SAVED, can ONLY be edited or deleted by a user who has been assigned special Restricted Tabs' Rights access. This access can be granted in User Maintenance by the local SICM System Administrator.

A complete listing of R8 Comment codes is included in the Glossary, Chapter 16.

3.9 Overhaul and Maintenance (3 Part) CLIN Entry

The following step by step instruction outlines the process for entering Overhaul and Maintenance (3 Part) CLINs.

Step 1 - First, enter the CLIN No. (Part 1) associated with the O and M Contract. Complete all the CLIN Details Header information, and select OM as the CLIN Pricing Option (refer to Section 3.2 CLIN Header, paragraph 9). This selection will display both the (Part 2) Project No. and (Part 3) Action No. fields, and enable the OM Button. See view on next page.

For an O and M (Part 1) CLIN, the following Tabs will be available: Block 19, Status, Schedule and R8 Codes. Complete all associated Block 19 field requirements. Complete Status Tab entry, if applicable. Although the Schedule and R8 Codes Tabs are available at this level, they will not apply until an associated (Part 3) Action No. has been entered.

(Part 1), (Part 2), and (Part 3) CLIN Header Details, and all associated Block 19 Tab entries, are SAVED automatically as the user exits the Block 19 Tab. All other Tab entries are SAVED as the user exits those Tabs.

Step 2 - Next, enter the Overhaul and Maintenance Actions associated with the O and M (Part 1) CLIN into the Possible Actions Table using the O and M Actions screen. Refer to Section 3.10, O and M Actions.

Step 3 - Finally, **enter** the (Part 2) Project No., **and select from the Possible Actions list** (accessed through the OM Button - see view on next page) the (Part 3) Action No. associated with the O and M (Part 1) and (Part 2) CLIN.

Note: For each additional (Part 3) entered, the associated (Part 2) Project No. **MUST BE** manually entered again. A (Part 3) **CANNOT** be added directly to an existing (Part 2). **Use of the TAB KEY between Proj No. and Action No. is disallowed. Use the mouse to click into the Action No. field from Proj. No. Then select the appropriate Action No.**

An separate O and M (Part 2) CLIN will be established when a (Part 3) CLIN is entered and saved. However, the Block 19 information will not roll over from the (Part 3) to the (Part 2) CLIN. It will need to be re-entered and saved. A (Part 2) CLIN will have the same entry Tabs available as did the (Part 1) CLIN. The (Part 3) CLIN will have the addition of the O and M Order Tab. Complete all Block 19 field requirements. Complete Status Tab entry, if applicable. Schedules cannot be entered unless an order quantity is entered through the O and M Tab against an associated Action No. R8 Codes must be associated with an entered schedule.

Note: CLIN Footer Details are not generated at the (Part 1) CLIN level. They are generated for all 3 levels AFTER the (Part 2) and (Part 3) CLINs are established.

3.9 O and M (3 Part) CLIN Entry (continued)

CLIN Details - Accounting and Appropriation Data

PIN: SPIN: Support No: CLIN No: Proj. No: Action No: OM: Clin Status: OM

%Val+: 0.00 %Val-: 0.00 FMS Case No.: Std: NSP: OM: Clin Type*: Measure*: Currency:

Block 19: Status: Order: Schedule: RB Codes: O and M

NSN: Part Num: Inspection at *: Level Prot: Acceptance at *: Level Pack: Marking: Packing: Security Class *: Govt. Furnish: Local Details: Ship To: Code: Mark For: Code: CLIN Ceiling Value: \$0.0000

Ordered Quantity: 1.0000 Scheduled Quantity: 0.0000 Mod Num: Ordered - LC: 0.0000 US \$: \$0.0000

Accepted Quantity: 0.0000 Paid Quantity: 0.0000 Under Dry: Paid: 0.0000 \$0.0000

Quantity (balance): 0.0000 No DD250 To Accept: Under Proc: Balance: 0.0000 \$0.0000

Accepted: Financing not Applicable

Note: When establishing (Part 3) CLINs, use of the TAB KEY between Proj No. and Action No. is disallowed. Use the mouse to click into the Action No. field from Proj. No. Then select the appropriate Action No. from the Possible Actions list (accessed from the OM Button).

Possible Actions

Action No	Description

Note: Initial entry into the Possible Actions selection list must be accomplished by completing the O and M Actions screen. Refer to Section 3.10, O and M Actions.

OK Cancel Search...

3.10 O and M Actions

The image shows two screenshots from a software application. The top screenshot is the 'O and M Actions' window, which has a blue title bar. It contains several input fields: 'PIIN' with a dropdown menu showing '1', 'SPIIN' with a dropdown menu, 'Support No' with a text field and a search icon, 'CLIN NO' with a dropdown menu showing '2', 'Action No' with a dropdown menu showing '3', and a 'Description' text field with the number '4'. An arrow points from the 'Action No' dropdown to the bottom screenshot. The bottom screenshot is the 'Possible Actions' window, which has a blue title bar and a table with two columns: 'Action No' and 'Description'. The table is currently empty, and the first row is highlighted in cyan. At the bottom of the window are three buttons: 'OK', 'Cancel', and 'Search...'.

To access this screen, select the O and M Actions option from the CLIN Details menu.

The purpose of the O and M Actions screen is to allow the user to add, edit and delete Action Numbers. This function is necessary for use in managing Overhaul and Maintenance Work Requests that require tracking at a more finite level.

- 1. PIIN*, SPIIN, and/or Support No. -** Enter or select from the selection list the appropriate number.
- 2. CLIN No.* -** Enter or select from the selection list the appropriate Contract Line Item Number (CLIN).
- 3. Action No.* -** Enter or select from the selection list, the Action associated with the Overhaul and Maintenance Work Request. If you are making the initial entry of the Action No., pressing the “Enter” key will advance the user to the description field.
- 4. Description -** Enter a narrative description of the Overhaul and Maintenance Work Request action. A short description should be used to facilitate recall operations.

O and M Actions are SAVED by using the Save Icon or the F2 Function Key.

3.11 O and M Tab

CLIN Details - Accounting and Appropriation Data

PIIN: [] SPIIN: [] Support No.: [] CLIN No.: 3111 Proj. No.: 123 Action No.: 4444 Clin Status: []

%Var+: 0.00 %Var-: 0.00 FMS Case No.: [] Std: [] NSP: [] OM: [] Clin Type*: [] Measure*: [] Currency: []

Block 19 | Status | Order | Schedule | R8 Codes | **O and M**

Ref. Num.	Date Submitted	Proposed Units	Date Approved	Approved Units	XRate	Unit Price in \$
		0.0000		0.0000	0.00000000	\$0.0000

Entry of a (Part 3) Action No. will activate the O and M Order Tab.

Ordered Quantity: 0.0000 Scheduled Quantity: 0.0000 XRate Functions: 1 Multiply 2 Divide 3 Mod Num 4 5 US->LC LC->US No DO250 To Accept Accepted Freezing not Applicable

Accepted Quantity: 0.0000 Paid Quantity: 0.0000

Quantity [balance]: 0.0000

Ordered - LC: 0.0000 US \$: \$0.0000

Paid: 0.0000 \$0.0000

Balance: 0.0000 \$0.0000

O and M Tab - This tab provides for Overhaul and Maintenance CLINs.

*The tabbing sequence of the CLIN Details Tabs for O and M CLINs takes the user from the Status Tab to the Schedule Tab. However, Schedules cannot be entered unless an order quantity has been entered through the O and M Tab against an associated Action No, and R8 Codes must be associated with an established schedule. **ENTER O and M Tab info FIRST.***

If a Currency has been identified in the Currency Field located in the CLIN Header, Fields 1 and 2 will apply, and the user MUST select the appropriate X-Rate Functions.

As the cursor enters the O and M Order Tab, the system will prompt the user to “Please Confirm X-Rate Functions”. If the X-Rate Functions displayed are not correct for the order about to be entered: click on the OK button to close the information message, mouse click in the CLIN Footer to make the necessary X-Rate Function selections, then mouse click back up into the Sub Quantity field of the Order Tab and proceed with the order entry.

*If a user exits an O and M Tab entry row any other time WITHOUT first entering Approved Units, the following Stop Message **MAY** appear: “Order Qty must be greater than zero”. This message is prompted as the system performs validation against this blank field.*

3.11 O and M Tab (continued)

To recover from this Stop Message and continue with data entry:

(1) Mouse click on the OK button to close the message, (2) hit the F5 Function Key and (3) Abandon Changes. After these steps, the cursor will be positioned back into the Order Tab. The user may now proceed with the table row Order entry.

Note: Identify the X Rate functions PRIOR to entering the CLIN Order Tab information. The system will default to the previously entered X Rate functions and must be changed if differences in X-Rate direction exists between individual CLIN orders.

1. XRate Functions - Multiply - Divide -. You must select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate that will be entered in Field 8.

2. XRate Functions - US → LC LC → US - If entering a unit price in \$, you must ensure that the US → LC radio button is selected in the "Xrate Function" field. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "Xrate Function" field.

For additional information and examples regarding X-Rate Functions, refer to Section 3.6, Order Tab.

3. thru 5. - Refer to Section 3.6, Order Tab, paragraphs 3 thru 5 for detailed description.

3.11 O and M Tab (continued)

CLIN Details - Accounting and Appropriation Data

PIN: [] SPIIN: [] Support No: [] CLIN No: 0111 Proj. No: 123 Action No: 4444 **7** Clin Status: []
 %Var+: 0.00 %Var-: 0.00 FMS Case No.: [] ☐ Std ☐ NSP ☒ OM **6** Clin Type: [] Measure: [] Currency: []

Block 19 | Status | Order | Schedule | RB Codes | O and M

Ref. Num.	Date Submitted	Proposed Units	Date Approved	Approved Units	XRate	Unit Price in \$
		0.0000		0.0000	0.00000000	\$0.0000
8	9	10	11	12	13	14

Ordered Quantity: 0.0000 Scheduled Quantity: 0.0000 XRate Functions: ☒ Multiply ☐ Divide
 Accepted Quantity: 0.0000 Paid Quantity: 0.0000 ☐ US->LC ☒ LC->US
 Quantity [balance]: 0.0000 ☐ No DD250 To Accept ☐ Freezing not Applicable
 Mod Num: [] Ordered - LC: 0.0000 US \$: \$0.0000
☐ Undel. Qty Paid: 0.0000 \$0.0000
☐ Undel. Price Balance: 0.0000 \$0.0000

6. OM Radio Button - This selection will display both the (Part 2) Project No. and (Part 3) Action No. fields, and enable the OM Button, Field 7.

7. OM Button - Provides access to the O and M Possible Actions Selection List.

8. Reference Number – Enter the number used as a reference for this item if it is different than the CLIN/Project No./Action No. assigned in the CLIN Header.

9. Date Submitted – Enter the date the contractor’s proposal is submitted.

10. Proposed Units – Enter the amount of the contractor proposal.

11. Date Approved – Enter the date the ACO approves the negotiated amount.

12. Approved Units – Enter the amount of the ACO negotiated amount.

13. Exchange Rate – Enter exchange rate shown on the contractual document (local currency block must be designated).

14. Unit Price in \$ – If Unit Price is in US dollars, enter US dollar unit price.

3.11 O and M Tab (continued)

[illegible]

15. Unit Price in LC – Enter the Local Currency Unit Price shown on the contractual document. (System calculates Unit Price in US dollar from Local Currency using exchange rate on contract).

16. Acrn - For initial input, enter the 2 character alpha Accounting Classification Reference Number (ACRN). For subsequent use of the same ACRN, use the Acrn Part 2 selection list. Selection list may be selected by either clicking with the mouse in the Acrn Part 2 >>column header, or by hitting F4 when cursor is in the Acrn Part 2 field.

17. Acrn Part 2>> – Enter or select the “long line” accounting and appropriation data. If more than one CLIN has the same ACRN, you will only need to input the “long line” once; thereafter, the system will generate this data based on the CLIN’s ACRN. If a correction to the Acrn or Acrn Part 2 is required, the original CLIN must be updated and saved. The original Acrn and Acrn Part 2 will remain on the ACRN selection list but will not be associated with the resaved record.

Note: The system retains the last Saved Acrn/Acrn Part 2 for a Contract/CLIN, and will automatically display it in these fields for an existing Contract and CLIN. For a NEW Contract or a NEW CLIN these fields will be BLANK. .

3.11 O and M Tab (continued)

18. Amount in \$ - The system generates the amount in US dollars based on the unit price input multiplied by the quantity ordered.

19. Amount in LC - The system generates the amount in local currency based on the unit price input multiplied by the quantity ordered.

20. Mods - Displays the modification number that was reflected in the CLIN Footer Modification Number field at the time the modification change(s) was entered.

21. Entered Date - System generated based on the date of initial entry.

O and M details are SAVED as you exit through the last field of each row.

3.12 CLIN Footer

Ordered Quantity	Scheduled Quantity	Write Functions	Mod Num	Ordered - LC	US \$
1 0.0000	4 12	<input checked="" type="radio"/> Multiply <input type="radio"/> Divide	17	6 0.0000	9 \$0.0000
Accepted Quantity	Paid Quantity			Paid	
2 0.0000	5 13	<input checked="" type="radio"/> US-XLC <input type="radio"/> LC-X	19	7 0.0000	10 \$0.0000
Quantity (balance)	14			Balance	
3	15	<input type="checkbox"/> No DD 250 To Accept		8 0.0000	11 \$0.0000
	16	<input type="checkbox"/> Accepted			
		<input type="checkbox"/> Financing not Applicable			

CLIN Footer - The CLIN Details Footer section is predominately populated with summary level information based upon entry into fields in the CLIN Details Tabs and Payment Voucher screens.

- 1. Ordered Quantity** - System generated quantity of items ordered for the CLIN based on entry in the Order Tab.
- 2. Accepted Quantity** - System generated quantity of items accepted for the CLIN based on entry in the DD 250 Screen.
- 3. Quantity Balance** - System generated quantity of items remaining for the CLIN based on the difference between Ordered Quantity and Accepted Quantity.
- 4. Scheduled Quantity** - System generated quantity of items scheduled for the CLIN based on entry in the Schedule Tab.
- 5. Paid Quantity** - System generated quantity of items paid for the CLIN based on entry in the Payment Voucher Screen.

3.12 CLIN Footer (continued)

6. Ordered LC - System populated local currency value of the items ordered generated from the Order tab.

7. Paid - System populated local currency value of the items paid generated from the Payment Voucher screen.

8. Balance - System populated local currency value of the difference between the Ordered LC and the Paid LC fields.

9. US\$ - System populated US dollar value of the items ordered generated from the Order tab.

10. Paid - System populated US dollar value of the items paid generated from the Payment Voucher screen.

11. Balance - System populated US dollar value of the difference between the Ordered LC and the Paid LC fields.

12. Xrate Functions - Multiply - Divide - Used to identify the method of currency conversion with the Order Tab. The user must select either the multiply or divide radio button to instruct SICM on what function to perform based upon the exchange rate entered.

13. Xrate Functions - US → LC LC → US - Used to identify the direction of currency conversion with the Order Tab. If entering a unit price in US dollar, you must ensure that the US → LC radio button is selected in the Xrate Function field. If entering a unit price in LC, you must ensure that the LC → US radio button is selected in the "Xrate Function" field.

14. 15. and 16. Refer to Section 3.3, Block 19 Tab Requirements located in the CLIN Footer Details, paragraphs 1, 2 and 3 for detailed description.

17. Mod Num - This field should be used to enter a Mod Num when a change to an existing CLIN or a new CLIN is added by that modification. Enter the Mod Num in the Mod Num field, and then change the data in the applicable Order/Schedule/O and M Tab line(s). This Mod Num will be displayed in the Mods field of the applicable Order/Schedule/O and M Tab line(s), after you have tabbed through the line to save the change.

18. and 19. Refer to Section 3.6, Order Tab, paragraphs 4 and 5 for detailed description.

Warning: *You must have entered the SF 30 / Mod BEFORE the system will accept a Mod Num in this field.*